

## HERE'S HOW TO TYPE YOUR WORKS CITED PAGE USING EASYBIB.COM

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- Step #1.** Go to [Easybib.com](http://Easybib.com)
- Step #2.** Click on “Bibliography” (a tab at the top of the site)
- Step #3.** Make sure you are in MLA STYLE (free). It should be set to this as a default, but double check!
- Step #4.** Choose your source type (tabs say WEBSITE, BOOK, NEWSPAPER, JOURNAL, DATABASE or ALL 59 which will list every source type they offer).
- Step #5.** Type in your key words—use the title or author. (You can even use the ISBN number of a book too!)
- Step #6.** Press CITE THIS
- Step #7.** Fill in all information it's requesting—refer to your bib cards!!!! Everything on the bib card should be typed-in to Easybib through this format.
- Step #8.** Press MAKE CITATION.
- Easybib will temporarily save your entry until you're all done with all of your sources. Don't close out the screen without completing Step 10.
- Step #9.** Go Back to the starting point and complete your next entry. Repeats Steps 1-8 as many times as you need to until you've made an entry for EACH SOURCE you used for your research.
- Step #10.** Click on “PRINT AS A WORD DOCUMENT” ←IMPORTANT!!!! Do not just “copy and paste” without opening it in a word document first.
- Step #11.** When your Works Cited has been opened in a Word document, make sure you have a minimum of 3 sources.
- Step #12.** Add your last name and page number in the upper right corner. SAVE.
- Step #13.** If this is your Rough Draft, add the words ROUGH DRAFT to the centered title so it looks like this:

Works Cited—Rough Draft

- Step #14.** If it's your rough draft: Print it out. Look it over. Compare it to the example & make sure it's formatted the same way.

If it's your final draft: Copy and paste your Works Cited page to the document where your final paper is saved. Make your Works Cited page begin ON A NEW BLANK PAGE *after* your paper (so it's the last page of your paper). Make sure that the page # goes in order of where you left off in your paper.

- For example, if your paper extends over pages 1-2, then your Works Cited Page should be page 3---check your heading in upper right hand corner!)